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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Printing

REFERENCE : Memorandum for Executive Director, Subject:
Printing - The DDS, dated 29 January 1964

1. Referenced memorandum recommends:

- (a) that OTR simplify the format of the Bulletin and reduce or eliminate the graphics;
- (b) that OTR issue Studies in Intelligence twice yearly rather than quarterly and survey its consumers to determine whether a reduction in the number of copies printed is feasible.

2. The Office of Training sends the copy of the Bulletin in finished form to the Printing Services Division. All that has to be done by PSD is the offset printing. The layout and make-up has already been done. The cartoons and/or graphics that are included do not increase the cost over any other typed material that would be on the page. To this end, that no additional cost will be incurred in printing, OTR will limit cartoons and graphics in the Bulletin.

3. OTR acts only as a support mechanism for the Studies in Intelligence. On 10 January 1964 OTR sent, through the DD/S, a memorandum to the Executive Director requesting his guidance as to the legitimacy of issuing the "Studies" semi-annually instead of quarterly at an annual saving of \$7200. It is understood that the Executive Director has deferred a decision for six months.

FEB 13 1964

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25 YEAR RE-REVIEW

Acting Director of Training

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